

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

Idaho State Office
1387 South Vinnell Way
Boise, Idaho 83709-1657

In Reply Refer To:
1221/1278 (954) **P**

January 31, 2003

EMS
Instruction Memorandum No. ID-2003-26
Expires: 09/30/04

To: All Employees

From: State Director

Subject: Clarification for Use of the Public Access Letter on Directives

Program Areas: Public Access to BLM Information and Directives Management

Purpose: The purpose of the Instruction Memorandum (IM) is to clarify the use of the public access letter that we place on directives. Directives include Idaho Instruction Memorandums, Information Bulletins, and Manual Supplements and Handbooks. This guidance does not apply to letters or memorandums (general correspondence). The general purpose of the access letter is to designate whether a directive affects the public (public) or whether it contains information protected by a statute or one of the exemptions of the Freedom of Information Act (FOIA) (nonpublic).

Policy/Action: When you create a directive, you will

- Use a **P** (public) to show that the information affects or is intended to influence the public. Directives with a "**P**" access designation must be posted on both the Intranet and Internet websites.
- Use an **N** (nonpublic) to show that the information is for internal use only or only concerns the inner workings of the government. Directives with an "**N**" designation must be posted only on the Intranet (internal website).
- Use an **R** when the information must be restricted only to release by the author. Directives with an "**R**" designation must **not** be posted on either the Internet or the Intranet website.

It is the responsibility of the author to decide which letter to use. The letter is typed in bold and placed just following the office code on directives and just following the subject on Manual Supplements and Handbooks. Directives marked with a "**P**" for public must indeed affect or

influence the public because they are posted on the Internet.

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Timeframe: In November 1997, bureaus were directed to make any such directives as described above, created on or after November 1, 1996, available by the Internet or by other computer telecommunication methods or electronic means as quickly as practicable.

Background: Under the FOIA, each bureau is responsible for making the information that affects the public available for public inspection and copying unless the materials are promptly published and copies offered for sale.

Manual/Handbook Sections Affected: Idaho Manual Supplement 1221 - Directives and Handbook 1541-1 - Correspondence Preparation. When this directive expires, the provisions of this IM will terminate, and the Idaho Manual Supplement and Handbook will reflect these provisions consistent with this IM. This IM remains in effect until the provisions are converted to an Idaho Manual Supplement or until it is amended, superseded, or revoked, whichever occurs first.

Coordination: John Livornese (WO-560) and Linda Matthews (ID-954) coordinated the development of this IM.

Contact: For questions regarding this policy or questions regarding access to BLM information, contact Linda Matthews at (208) 373-3947.

Lower Snake River District with Union: No Union notification or negotiation is required.

Signed
Anna F. Steele
for K Lynn Bennett

Authenticated
Shellie Hartsock
Division Secretary